

To: Records Managers

From: Susan Frey, DOE Records Officer

Subject: RM Numbered Memo 2001-34: Federal Register Notice on new General Records Schedule, Information Technology Records: request for comment

Please see the note below from NARA requesting review of the new GRS for IT Records. If you have comments, please send them to me and Jay Blewett by Tuesday, October 23, 2001, so that we can consolidate them for submission to NARA and OMB.

If you have any questions, please call me on 301-903-3666.

October 2, 2001

NWM 01.2002

MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Federal Register notice on new General Records Schedule, Information Technology Records; request for comment

Enclosed for your review and comment is a draft Federal Register notice seeking public comment on the proposed new General Records Schedule (GRS) 24, Information Technology Operations and Management Records. Please coordinate your review with your CIO, and submit a unified agency response to both NARA and OMB by October 26, 2001, as noted below.

OMB has asked us to emphasize that this review constitutes the final agency review of the draft GRS and any substantive concerns with the coverage of records and their proposed retention periods in the proposed GRS items should be identified now. Once the GRS 24 is approved, its application is mandatory. You will need to request an alternative disposition authority from NARA by submitting a Standard Form 115, Request for Disposition Authority, if the retention periods in the GRS do not meet your agency's needs.

We welcome all comments, and request your comments on the following points in particular:

Is the description of the records under each item clear and relevant to the records of your agency? If it is not, please identify by item number what is not clear and what changes your agency would need

Are the proposed retention periods clear, and are they appropriate for your agency's records? If not, please identify by item number what is not clear or why the retention period is not appropriate, and what changes are needed to make the item appropriate for your agency's records.

Is the rationale for the retention periods understandable?

Does the notice clearly explain the development and coverage of the draft schedule?

Does the introduction to GRS 24 adequately convey its distinction from GRS 20?

Contact Jean Keeting at jean.keeting@nara.gov for a WordPerfect or Word version to circulate within your agency. If you have questions about the notice or comment process, please contact Nancy Allard on 301-713-7360, extension 226.

Please send comments by October 26, 2001, to the following NARA and OMB addresses. Electronic submission is preferred.

NARA: Nancy Allard, Senior Policy Specialist, Policy and Communications Staff (NPOL), 8601 Adelphi RD, College Park, MD 20740-6001; by electronic mail at nancy.allard@nara.gov; or by fax to 301-713-7270.

OMB: Brooke Dickson, OMB Desk Officer for NARA, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503; by electronic mail at bdickson@omb.eop.gov; or by fax to 202-395-5167.

MICHAEL L. MILLER
Director, Modern Records Programs

Enclosure